
Disabled American Veterans
Membership System User Manual
for
Department and Chapter Officers

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Table of Contents

<i>Basic Web Application Usage</i>	4
<i>Member Login</i>	8
<i>Change Password</i>	9
<i>Welcome</i>	10
<i>Process DAV Application</i>	11
<i>Chapter Proximity Lookup</i>	13
<i>New Magazine Subscription</i>	15
<i>Reports</i>	17
<i>Payment Submission</i>	28
<i>Maintain Member</i>	30
<i>Maintain Department Information</i>	34
<i>Department/Chapter Financial Report</i>	36
<i>Department Officer Report</i>	40

Basic Web Application Usage

Full Screen Mode

The membership application user interface has been designed to take advantage of as much screen space as possible and minimize scrolling. This requires the internal user to be in Full Screen Mode. To enter Full Screen Mode strike <F11> on the keyboard. To leave Full Screen Mode strike <F11> again.

Tabbing

Navigation through the page can be accomplished through the use of the <TAB> key on the keyboard. In most cases tabbing is left to right, top to bottom and follows the same order as data entry would from printed forms.

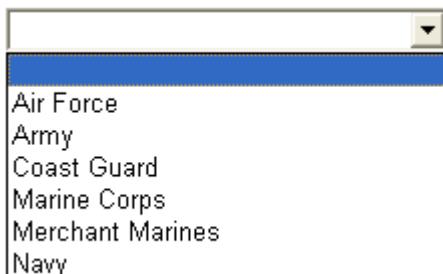
<TAB>	Move the cursor forward one screen element
<SHIFT><TAB>	Move the cursor backward one screen element

Pull Down Menus

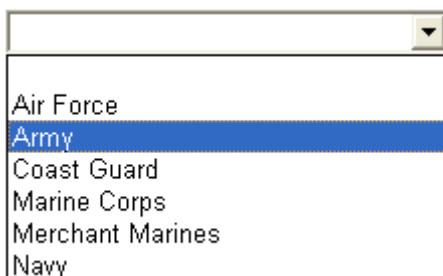
Pull down menus allow the user to select from a list of many options.



A pull down menu with no value selected.



A pull down menu with the list expanded.



A pull down list with the desired value selected.



A pull down list with the selection complete.

When selecting from long pull down menus, such as State or Country, it is possible to jump to the selected value using only the keyboard. For example, using the pull down menu above as an example we want to select Merchant Marines without using the mouse. With the cursor on the pull down menu hit the <M> key twice. The first strike of the <M> key brings up Marine Corps. The second strike of the <M> key brings up the next value in the list beginning with an ‘M’. In our example this is Merchant Marines.

Also note that while on a pull down menu striking the <ENTER> key will not affect any buttons on the screen associated with the key. The user must tab out of the pull down menu before striking <ENTER>.

Radio Buttons

Radio buttons are used when selection values are unique. In other words, the user may only select one value in the list.

Male Female Unknown

When the user tabs into a list of radio buttons they may move from button to button using the left and right arrow keys on the keyboard. To select a button press the <SPACE BAR> while the cursor is on the desired button.

WARNING: Once the user makes a selection in a list of radio buttons they will not be able to turn the selection off. They may change the selection to another button but will be required to have a selection.

Check Boxes

Check boxes are used when selection values can contain more than one value. In other words, the user may select as many of the check boxes as desired.

Member
 Net Prospect

When the user tabs into a list of check boxes they may move from box to box using the <TAB> key. To select a box press the <SPACE BAR> while the cursor is on the desired box.

Calendars and Dates

Capturing dates correctly is very important to the system. When entering the date it must be in one of the following formats:

mm/dd/yyyy	eg: 03/23/2003
mmddyyyy	eg: 03232003

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

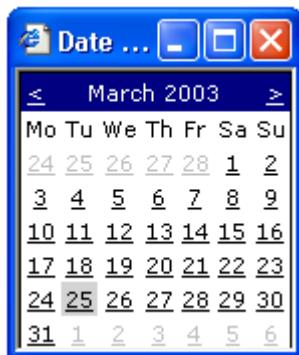
It may be useful to use the following keyboard shortcuts:

Today's Date	<.>
Next Day	<+>
Previous Day	<->

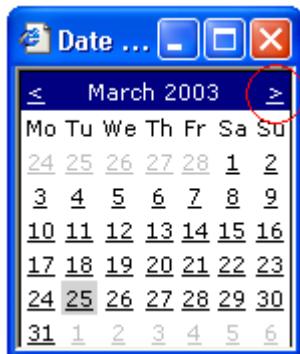
It is also possible to bring up a calendar in order to select the date. To bring up a calendar use the mouse to click on the calendar icon following the field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar. The calendar icon is shown below.



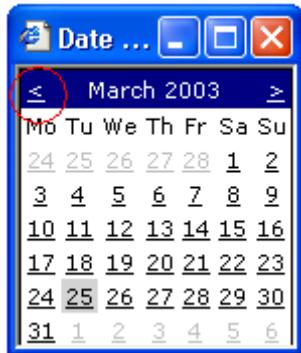
The following is an example of the calendar that appears:



To advance forward one month click on the arrow to the right of the Month and Year as shown below:



To go back one month click on the arrow to the left of the Month and Year as shown below:



To select the desired date simply click on the day.

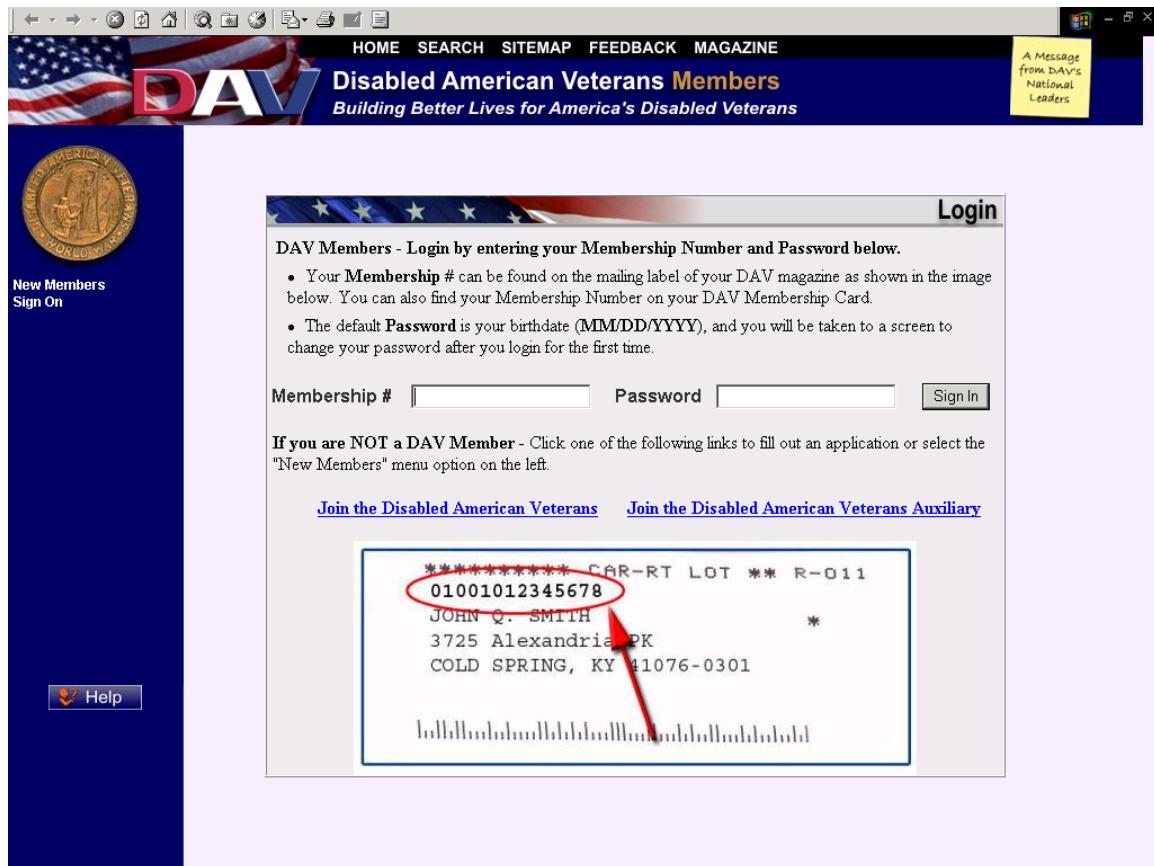
Tool Tips

Almost every field in the application has an associated Tool Tip. Tool tips appear when the mouse is left to hover briefly over the field. The tool tip then appears revealing important information concerning the field. Move the mouse away from the field and the tool tip disappears.

Member Login

Overview

To access the Membership System, you need to go to the website address:
www.davmembers.org. The following login screen will display:



Usage

Type in your membership number and password. The default password is your birth date (MM/DD/YYYY), and you will be taken to a screen to change your password for the first time. If you are not a member, clicking on the Join the Disabled American Veterans link will take you to a membership application.

Change Password

Overview

You will be prompted with this screen automatically the first time you login so that you can change your default password to a new unique password. You may also access this screen from the Maintain Information menu if you decide to change your password again.



The screenshot shows a web browser window for the Disabled American Veterans (DAV) website. The header features the DAV logo and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans". The main content area has a dark blue background. On the left, there is a sidebar with links for "New Members", "Make/Receive Payments", "Maintain Information", and "Sign Off". The main form is titled "User Information" and contains a note: "Note: If you have been taken to this page automatically, you **MUST** change your password." Below this, there are fields for "Membership #", "Date of Birth", "Last Name", "Member ID", "First Name", and "First Name". A section titled "Change Password" follows, with instructions: "Passwords must be at least 6 characters long and can be any letter or number (but no special characters). Passwords ARE case sensitive." It includes fields for "Old Password", "New Password", and "Confirm New Password", along with "Submit" and "Back" buttons. At the bottom left is a "Help" link.

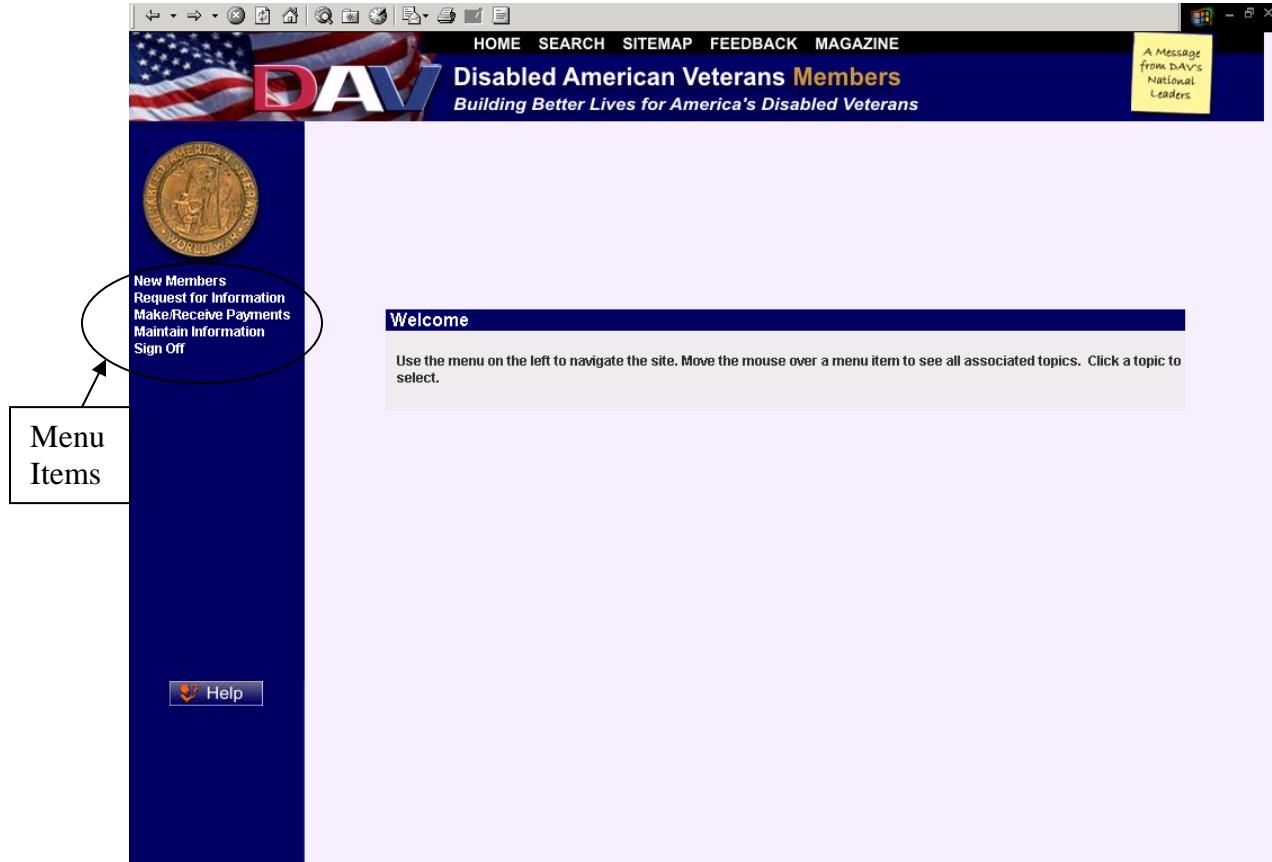
Usage

To change your password, type your passwords in the required fields and press Submit. Note: Passwords must be at least 6 characters long and can be letters or numbers, but no special characters. **Passwords are case sensitive.**

Welcome

Overview

Once you have successfully logged in, the Welcome screen will display. On the left, in the blue you will be able to access Menu items.



Process DAV Application

Navigation

From the New Members menu, select Process Application DAV.



Overview

The purpose of this screen is to facilitate the process of entering membership applications for DAV.

The screenshot shows the "Application for Membership" form. The form includes fields for Title, Last Name, Street Address 1, Street Address 2, Middle Name, Suffix, First Name, State, Zip (+4), Spouse's First Name, % of Disability, Date of Birth, Service Branch, Date Discharged, Daytime Phone #, Gender (M or F), Date Enlisted, Rank, I Receive (checkboxes for VA Comp, VA Pension, Service Retirement, Amputee, Blind, Hearing Impaired, Other), Disabilities (checkboxes for Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded), Application Type, Sponsor, Membership #, Department, Chapter Preference, Donor (Yes or No), and a "Secured by" badge with a lock icon and the name "Othowte". There are also fields for Last Name (On Card), Amount, Exp. Date, Address, First Name (On Card), Middle Initial (On Card), Card Type, Card #, and Zip (+4). At the bottom are "Submit" and "Back" buttons.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Usage

Type all member information in the appropriate fields. The pull-down menu for Rank is determined by the Service Branch selected.

If the applicant does not know the Chapter Number, they may perform a Chapter Proximity Lookup by clicking on the Chapter Preference field label. (The use of the Chapter Proximity Lookup screen is covered on page 13 in this manual.) Once they have determined the Chapter number using the lookup function, they can return to the application by clicking the back button on their browser and enter it in the appropriate field.

When adding foreign addresses set the State to ‘XX’ and the Zip Code to ‘00000’.

Once all information has been entered, click on submit to submit the application information. A confirmation screen will display:

The screenshot shows a web browser displaying the DAV (Disabled American Veterans) membership application form. The page title is "Membership Application Information Verification". The form contains several sections of input fields:

Field	Value	Field	Value	Field	Value
Membership #	1601910562506	Title	Mr.	Suffix	Not Found
Last Name	Smith	First Name	Bob	Middle Name	Joseph
Street Address 1	123 Pretend Street	State	KY	Street Address 2	
City	Park Hills	Zip (+4)		Spouse's First Name	41011
Country	USA	Date of Birth	859-123-4567	% of Disability	Suzy
Daytime Phone #	859-123-4567	Email Address	myemail@fuse.net	Service Branch	Air Force
Gender	M	Date Enlisted	1/1/2003	Date Discharged	
Rank	E-4/Senior Airman				

Below the main form, there are additional sections for "I Receive", "Disabilities", "Membership Eligibility", and "Application Type". The "Application Type" section shows "Membership Full Life".

At the bottom right of the form, there is a message: "If correct, click -> [OK] [Cancel]".

Click on OK if the information is correct or click on Cancel to return to the previous screen to make edits.

Chapter Proximity Lookup

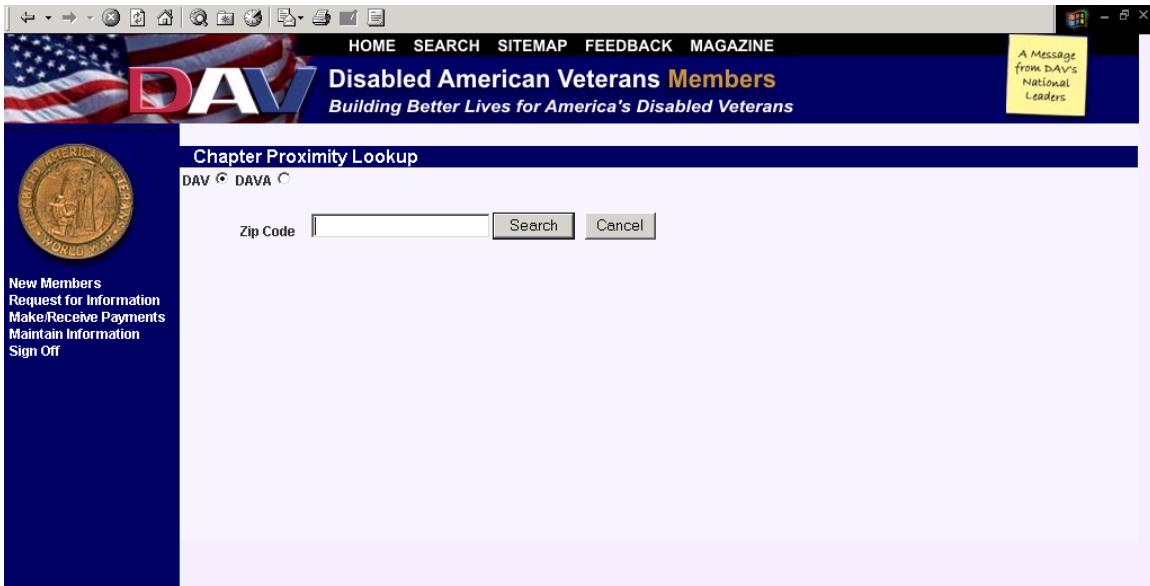
Navigation

From the New Members menu, select Find Chapter Proximity.



Overview

The purpose of this screen is to display the chapters or units that have members residing in the zip code entered. The results of the screen can be used to place a member into a chapter or to send meeting information via email.



Usage

Select whether to look for DAV Chapters or DAVA Units, enter the zip code and click on Search.

Zip code is required.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

The result set is then displayed on the same page in the following format:

The screenshot shows a web browser window for the Disabled American Veterans (DAV) website. The header includes links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. A yellow sticky note in the top right corner reads "A Message from DAV's National Leaders". The main content area is titled "Chapter Proximity Lookup" and displays a table of results for zip code 41076. The table columns are Chapter/Unit Number, Number of Members, Address, Phone #, and Meeting Day and Time. Each row in the table includes an email icon at the end of the Meeting Day and Time column. On the left side of the page, there is a sidebar with links for New Members, Request for Information, Make/Receive Payments, Maintain Information, and Sign Off. A "Help" button is located at the bottom of the sidebar.

Chapter/Unit Number	Number of Members	Address	Phone #	Meeting Day and Time
19	86	3725 Alexandria Pike , Cold Spring, KY 41076	859-441-5429	
148	8	8266 Alex Pike VFW , Alexandria, KY 41001	859-781-7956	
1	3	717 W M L King 101ab , Cincinnati, OH 45220	513-257-5703	
103	2	San Antonio Church , Cincinnati, OH 45211	513-251-1470	
149	2	298 Prairie Drive , Louisville, KY 40223	502-939-1003	
155	2	Hwy 146 , Pendleton, KY 40068	502-743-5372	
1	1	85 Amherst St, Buffalo, NY 14207	716-325-7731	
1	1	8040 Parallel Pkwy , Kansas City, KS 66110	913-334-6989	
4	1	3011 Geo Washington , Wichita, KS 67210	316-684-4473	
7	1	3901 N 70th St, Lincoln, NE 68501	402-821-3547	
11	1	219 S Betty Lane , Clearwater, FL 33576	727-796-3454	
13	1	140 Corey Ave , St Petersburg Bch, FL 33706	727-398-6009	
19	1	2079 12 Mile Rd , Berkley, MI 48072	248-547-8847	
26	1	Dairy Queen US 27 , Falmouth, KY 41040	859-472-1067	
36	1	Jaycees Center , Waldorf, MD 20601	301-782-7872	
43	1	4810 S Laramie , Chicago, IL 60636	773-586-3870	
47	1	722 Rose Rd , Somerset, KY 42501	,	
63	1	Memory Ln Arm Legion , Batavia, OH 45103	937-393-9219	
89	1	810 Barret Ave , Louisville, KY 40204	812-283-3237	

Clicking on the email icon (envelope at the end of each row) brings up the meeting time and location information in an email. Simply address the email to the desired recipient and send the email.

New Magazine Subscription

Navigation

From the New Members menu, select New Magazine Subscription.



Overview

The purpose of this screen is to accept paid magazine subscriptions.

This screenshot shows the 'Application for Magazine Subscription' form. It includes fields for # Copies (set to 1), Subscription Year(s) (set to 1), Title (dropdown menu), Suffix (dropdown menu), Last Name (Sklenky), First Name (Mikey), Middle Name (empty), Street Address 1 (123 Street), Street Address 2 (empty), City (Cincinnati), State (OH), Zip (+4) (45236), Country (USA), Home Phone (empty), and a 'Contact Information' section. At the bottom, there are sections for 'Payment Information' (Last Name (On Card) Sklenky, First Name (On Card) Mikey, Middle Initial (on Card) empty, Card # empty, Amount 15, Exp. Date empty, Address 123 Street, Zip (+4) 45236) and buttons for 'Submit' and 'Cancel'.

Usage

Specify the number of copies, subscription duration in years, address and credit card information. When adding foreign addresses set the State to 'XX' and the Zip Code to '00000'.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

When finished entering all information, click on Submit. A confirmation screen will display:

The screenshot shows a computer screen displaying a web browser window for the DAV website. The header features the DAV logo and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans". The menu bar includes links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. A yellow message box in the top right corner says "A Message from DAV's National Leaders". On the left, there is a sidebar with links for "New Members", "Request for Information", "Make/Receive Payments", "Maintain Information", and "Sign Off". The main content area is titled "Application for Magazine Subscription Confirmation". It contains three sections: "Contact Information" (with fields for # Copies, Title, Last Name, Suffix, First Name, Subscription Year(s), and Middle Name), "Payment Information" (with fields for Street Address 1, Street Address 2, City, Country, State, Home Phone, Zip (+4), and Card details like Last Name (On Card), Amount, Exp. Date, Address, First Name (On Card), Card Type, Middle Initial (on Card), Card #, and Zip (+4)), and "Buttons" (with OK and Cancel buttons). The payment section shows the following data:

Last Name (On Card)	Sklenky	First Name (On Card)	Mikey	Middle Initial (on Card)	Card #
Amount	\$15.00	Card Type	MasterCard		5467001123434576
Exp. Date	11/05				
Address	123 Street			Zip (+4)	45236

Click on OK if the information is correct, or click on Cancel to return to the previous screen to make edits.

Reports

Navigation

From the Request for Information Menu, select Reports.



Overview

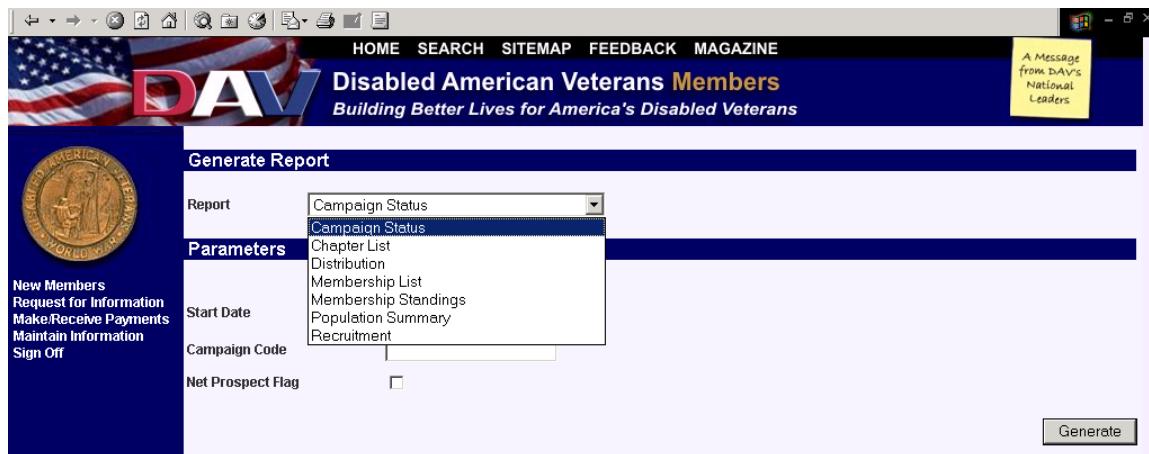
The purpose of this screen is to generate a variety of reports based on certain criteria entered.

A screenshot of a web browser showing the "Generate Report" page. The top navigation bar is identical to the homepage. The main content area has a dark blue header with "Generate Report" and a sub-header below it. It includes a note about Adobe Reader, a "Report" dropdown menu set to "Annual Financial Report", and a "Parameters" section with fields for "Department Number" (set to "42 - TEXAS"), "Chapter Unit Number", and "End Date". A "Generate" button is at the bottom of the parameters section. A "Help" button is located at the bottom left of the page. The address bar shows the URL: https://www.davmembers.org/Membership/Wayspring/ExternalHelpFrame.asp.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Usage

Click on the Report pull down menu to display a list of report choices.

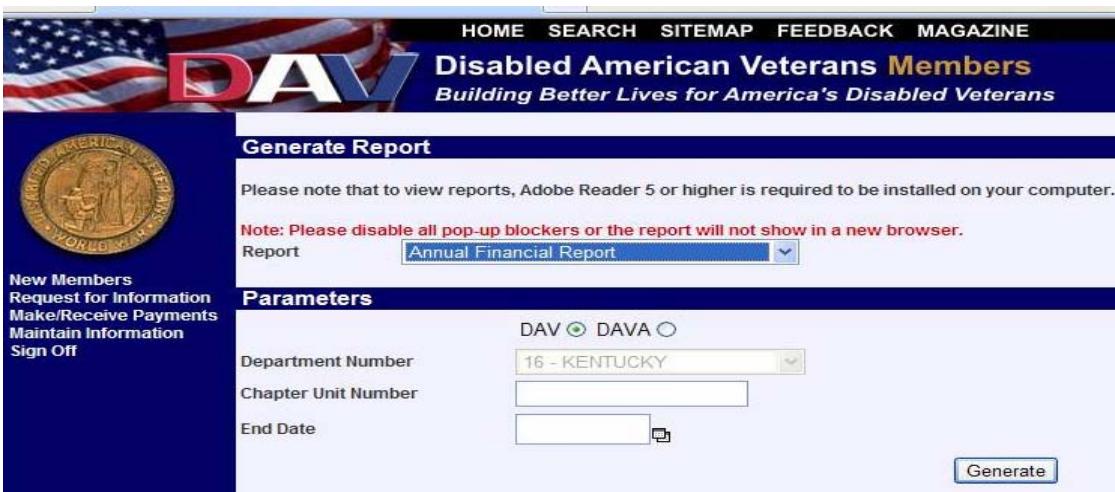


Select the Type of report you would like to run, fill in the required parameters and click on generate.

The following summary describes the reports in more detail:

Annual Financial Report -Displays the Department/Chapter Annual Financial Report to include all schedules.

The Chapter Unit Number is automatically entered for Chapters. Departments should leave the Chapter Unit Number blank to open the Department's Annual Financial Report, or they may enter a Chapter Unit Number to open a specific Chapter's Annual Financial Report. Enter the End Date (06/30/YYYY) for the report you wish to view then click on the Generate button. Once the report opens it can be printed.



Department Annual Financial Report

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

HOME SEARCH SITEMAP FEEDBACK MAGAZINE

Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

Generate Report

Please note that to view reports, Adobe Reader 5 or higher is required to be installed on your computer.

Note: Please disable all pop-up blockers or the report will not show in a new browser.

Report

Parameters

DAV DAVA

Department Number

Chapter Unit Number

End Date

Chapter Annual Financial Report

The report will generate in the following format:

DAV **Disabled American Veterans**
Annual Financial Report

Chapter #: Chapter Name: Department: ALABAMA (1)
Located at: , Alabama Accounting Period From: 07/01/1993 to 06/30/1994

CASH (Liquid Assets) REPORT

Beginning Balance (*Ending Amount of Liquid Assets from Last Year's Report*) **\$0.00**

This Year's Income or Receipts:

1. Dues (Per Capita from National HQ)	0.00
2. Forget-Me-Not Drive	0.00
3. Bingo (Gross Receipts)	0.00
4. Thrift Store (Gross Receipts)	0.00
5. Bar/Lounge (Gross Receipts)	0.00
6. Interest & Dividend Income (Checking, Savings, C.D.'s Only)	0.00
7. National Fundraising Program (Departments Only)	0.00
8. Increase in Market Value of Investments on Line 26 During Accounting Period	0.00
9. Other Income (Attach Schedule)	0.00
10. Income (Lines 1 thru 9)	\$0.00

If the total of lines 2 thru 9 exceeds \$300,000 the report must be audited by a CERTIFIED PUBLIC ACCOUNTANT.

This Year's Expenses or Disbursements:

11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Attach Schedule)	0.00
12. Conventions/Conferences/Seminars (Attach List Showing Names and Amounts)	0.00
13. Postage & Office Supplies	0.00
14. Service/Charitable (Complete and attach required service/charitable expenses schedule)	0.00
15. Forget-Me-Not Expenses (Cost of Drive Only)	0.00
16. Bingo Expenses Including Bingo Salaries & Payroll Taxes (Attach Schedule)	0.00
17. Thrift Store Expenses, Including Thrift Store Salaries & Payroll Taxes (Attach Schedule)	0.00
18. Bar/Lounge Expenses, Including Bar/Lounge Salaries & Payroll Taxes (Attach Schedule)	0.00
19. Chapter Home/Department Hq. Expenses (Attach Schedule)	0.00
20. Decrease in Market Value of Investments on Line 26 During Accounting Period	0.00
21. Other (Attach Schedule)	0.00
22. Expenses (Lines 11 thru 21)	\$0.00

Ending Balance (*Beginning Balance Plus Line 10 minus Line 22*) **\$0.00**

Statement of Liquid Assets: (*See definition below)

23. Checking Accounts/Cash on Hand	0.00
24. Savings Accounts	0.00
25. C.D.'s	0.00
26. Market Value of Investments AS END OF ACCOUNTING PERIOD (Attach Itemized List of stocks, bonds, etc.)	0.00
27. Total Liquid Assets (Lines 23 thru 26)	\$0.00

*Liquid assets are those assets which are readily convertible to cash, and do not include real or physical property such as real estate or furniture and fixtures. If applicable, complete and attach Other Assets Schedule to this report.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS



Disabled American Veterans Annual Financial Report

Chapter #:
Located at: , Alabama

Chapter Name:

Department: ALABAMA (1)

Accounting Period From: 07/01/1993 to 06/30/1994

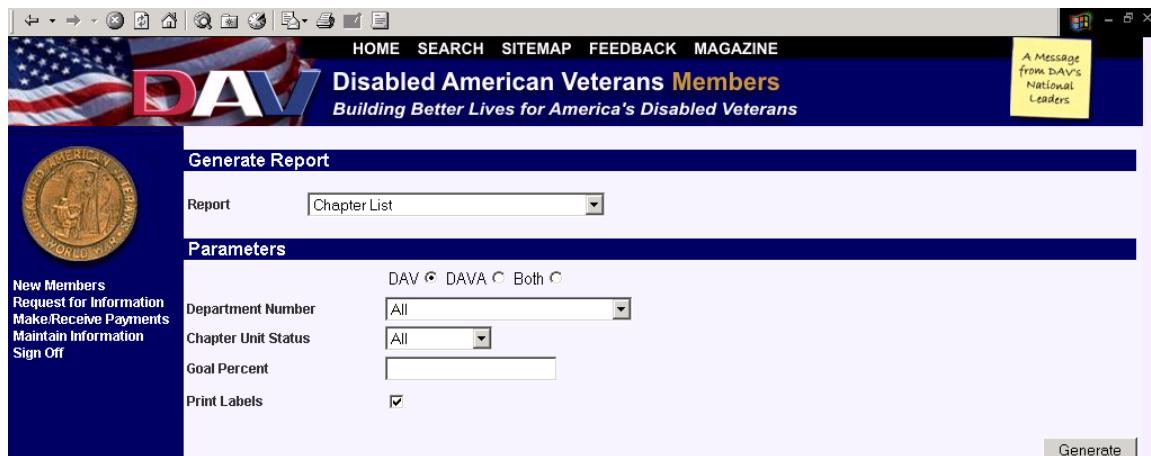
Schedules

Other Income

Total Other Income	—————	0.00
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MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Chapter List - Displays a list of all chapters by department. Allows the user to specify chapters with all statuses, or only those with a specified status, such as Active, suspended, On Hold, etc.



Enter the Department Number and select Chapter Unit Status using the dropdown arrow. To print labels, leave the check mark in the check box.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

The report will generate in the following label format:

A screenshot of a Microsoft Internet Explorer window displaying a grid of officer contact information. The grid is organized into four columns. The first column contains three rows of data: Andrew Haydu (TUSCALOOSA #1), Floyd Owens (ALBERTVILLE #2), and LIZARD STATE #3. The second column contains three rows of data: Neal Schultz (J PAUL PITTS #12), Floyd Mc Cain (BILL NICHOLS #13), Benjamin Rackley (TUSKEGEE #14). The third column contains three rows of data: George Boyer (HUNTSVILLE #26), John Carter (A L MCLAUGHLIN #27), and Burette Bodiford (BLOUNT COUNTY #28). The fourth column contains three rows of data: P.O. Box 20712 (Prattville, AL 36068), Prattville, AL 36068, and Tuskegee Inst, AL 36087. The browser interface includes a toolbar at the top and a vertical sidebar on the left labeled 'Bookmarks'.

For report format, uncheck Print Labels by clicking in the check box.

The report will generate in the following format:

A screenshot of a Microsoft Internet Explorer window displaying a 'Chapter List' for Alabama. The page features a large 'DAV' logo and the word 'ALABAMA'. Below this, a table lists 17 chapters with their details. The columns are: Code, Chapter Name, Phone, Location, Officer to Receive Mail Name, Address, City/State, and Zip. The data is as follows:

Code	Chapter Name	Phone	Location	Officer to Receive Mail Name	Address	City/State	Zip
01000	ALABAMA	256-232-0426	Athens	Carl Bailey	18370 Sidney Ave	Robertsdale, AL	36567
*01001	TUSCALOOSA #1	205-330-0406	Tuscaloosa	Andrew Haydu	P.O. Box 20712	Tuscaloosa, AL	35402
*01002	ALBERTVILLE #2	256-593-6164	Albertville	Floyd Owens	510 DARNELL ST	Boaz, AL	35957
*01003	LIZARD STATE #3	256-232-0426	Athens	Charles Richmond	PO BOX 2721	Birmingham, AL	35202
*01004	BIRMINGHAM #4	205-681-2352	Birmingham	Billie Wagner	9310 Baypines Rd	Elberta, AL	36530
*01006	KLUG SMITH #6	251-988-1468	Foley	James Jackson	P.O. Box 1275	Semmes, AL	36571
*01007	SHEHAN PAKE #7	251-866-5743	Mobile	Dwight Thomas	2739 9th Ave	Haleyville, AL	35565
01008	FREE STATE #8	205-486-2564	Haleyville	Phill Doty	P O BOX 310972	Enterprise, AL	36331
*01009	ENTERPRISE #9	334-347-4699	Enterprise	Philip Wyatt	598 HYDE ROAD	Phil Campbell, AL	35581
*01010	TAYLOR #10	205-993-4645	Russellville	Price Owens	3823 Nance Ford Rd	Hartselle, AL	35640
01011	W.B. HENDRIX #11	256-462-3083	Decatur	Neal Schultz	P.O. Box 681921	Prattville, AL	36068
*01012	J PAUL PITTS #12	334-358-1789	Montgomery	Floyd Mc Cain	4790 Highway 22 E	Alexander City, AL	35010
*01013	BILL NICHOLS #13	256-896-4407	Alexander City	Benjamin Rackley	PO Box 954	Tuskegee Inst, AL	36087
01014	TUSKEGEE #14	334-727-1057	Tuskegee	Jesse Mc Lendon	3612 LEE ROAD 380 1-17-03	Valley, AL	36854 Y TX 77777
01015	CHATTACHOOCHEE VL#15	334-741-8816	Valley				
01017	WASHINGTON CO #17		Chatom				

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Membership List - Displays a listing of all memberships, along with the member's current address, phone number, balance due, and membership status in a specified department/chapter.

The screenshot shows a web-based application for generating a membership list. At the top, there is a navigation bar with links: HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. To the right of the navigation is a yellow sticky note that says "A Message from DAV's National Leaders". Below the navigation is the DAV logo and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans". On the left side, there is a sidebar with links: New Members, Request for Information, Make/Receive Payments, Maintain Information, and Sign Off. The main area is titled "Generate Report" and has a dropdown menu labeled "Report" set to "Membership List". Below this is a section titled "Parameters" with several dropdown menus and checkboxes:

- Department Number: All
- Chapter Unit Number: (empty)
- Membership Type: All
- Status Code: All
- Address Status: All
- Sort Order: Member Name
- Print Labels: checked

At the bottom right of the parameters section is a "Generate" button.

Enter the Department Number, the Chapter Unit Number, and select the Membership Type and Membership Status desired from the dropdown menus, or if you would like all types, leave the field as 'All'. Select the Address Status from the dropdown menu, if desired, and select the order in which you would like the information to display, (i.e. by membership number or alphabetical order etc.) and click on Generate. To print labels in a 3 x 10 format, leave the check mark in the check box.

The report will generate in the following label format:

The screenshot shows a Microsoft Internet Explorer window displaying a PDF document titled "Membership_Labels_20030724013510.PDF". The PDF contains a grid of membership information, organized into three columns. The left sidebar of the browser shows navigation tools like Back, Forward, Stop, Refresh, and a search bar. The status bar at the bottom indicates the file path: "https://www.davmembers.org/Membership/CE_Output/Membership_Labels_20030724013510.PDF".

Membership ID	Member Name	Address
01004L005085	Richard C Able	209 Village St Birmingham, AL 35242
01004L006860	Fred M Allen	6505 Montevallo Rd Centreville, AL 35042
01004L006191	Le Roy A Arceneaux	2113 Grayson Valley Dr Birmingham, AL 35235
01004L006263	Jimmie L Abrams	726-7 St Thomas Birmingham, AL 35214
01004L006601	Johnny J Allen	4320 Pulaski St Birmingham, AL 35217
01004L006706	William D Aspray	308 W Glenwood Dr Birmingham, AL 35209
01004L006278	Willie Acree	216 Memphis St Birmingham, AL 35224
01004L003270	Wallace O Allison	PO Box 727 Cropwell, AL 35054
01004L005736	James D Austin	128 Auburn Rd Indian Spgs, AL 35124

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

For report format, uncheck Print Labels by clicking in the check box.

The report will generate in the following format:

Member #	Member Name	Address	City	St	Zip	Home Phone	Bal	Status
01004L005085	Able, Richard C	209 Village St	Birmingham	AL	35242		\$0	Active
01004L006263	Abrams, Jimmie L	726-7 St Thomas	Birmingham	AL	35214		\$0	Active
01004L006278	Acree, Willie	216 Memphis St	Birmingham	AL	35224		\$0	Active
01004L002341	Adams, Lucious T	PO Box 246	Pinson	AL	35126		\$0	Active
01004L005358	Adcock, Kenneth D	1040 Sharp Dr	Birmingham	AL	35235		\$0	Active
01004L003281	Adkins, Lewis	22599 State Highway 79	Trafford	AL	35172		\$0	Active
01004L005040	Afgan, Agha P	PO Box 649	Helena	AL	35080		\$0	Active
01004L005004	Akers, John R	1128 Brookwood Ct	Gardendale	AL	35071		\$0	Active
01004L002056	Alexander, Loraine	680 10th St SE	Graysville	AL	35073		\$0	Active
01004L005893	Alford, Lee	1401 19th St SW	Birmingham	AL	35211		\$0	Active
01004L006860	Allen, Fred M	6505 Montevallo Rd	Centreville	AL	35042		\$0	Active
01004L006601	Allen, Johnny J	4320 Palaski St	Birmingham	AL	35217		\$0	Active

Membership Standings - Displays a list of all departments, and which division they belong to, based upon number of memberships. Division 1 - Over 35,000 members. Division 2 - 18,000 - 34,999 members. Division 3 - 10,000 - 17,999 members. Division 4 - 5,000 - 9,999 members. Division 5 - Under 5,000 members.

Report: Membership Standings

Parameters: DAV

Generate

No parameters, other than if the report is for DAV or DAVA or both are required. Simply click on Generate.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

The report will display in the following format:

DAV Membership Standings
As of 07/24/2003

Present Standing	State	Life Member Population	Life Goal	% of Goal	Goal Variance
Division I - Over 35,000 Members					
1	MASSACHUSETTS	35,512	36,556	97.14%	-1,044
2	MICHIGAN	30,262	31,407	96.35%	-1,145
3	NEW YORK	57,230	59,599	96.03%	-2,369
4	PENNSYLVANIA	38,560	40,545	95.10%	-1,985
5	CALIFORNIA	70,427	74,281	94.81%	-3,854
6	OHIO	35,685	37,744	94.54%	-2,059
7	FLORIDA	57,387	61,401	93.46%	-4,014
8	NORTH CAROLINA	25,946	28,423	91.29%	-2,477
9	TEXAS	48,707	53,366	91.27%	-4,659
Division Totals		399,716	423,322	94.42%	-23,606
Division II - 18,000 To 34,999 Members					
1	MINNESOTA	15,800	15,810	95.00%	100

Population Summary - Displays a list of the current membership counts for a specified department, and all of its chapters.

Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

Generate Report

Report: Population Summary

Parameters:

DAV DAVA Both

Department Number: All

Generate

Enter the Department Number and click on Generate.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

The report will display in the following format:

DAV Population Summary
STATE REPORT

State	Last Year's Total Members	Current Year			Full Paid Life			Dept - Name
		Members	Life Members	Total	Goal	Goal Pct	Goal Var	
001	21,063	6,118	13,076	19,194	14,524	90.03%	-1,448	ALABAMA
State Final	21,063	6,118	13,076	19,194	14,524	90.03%	-1,448	

Recruitment Report - Displays a list of recruiters in a given department and chapter, for a specified fiscal year.

Disabled American Veterans Members
Building Better Lives for America's Disabled Veterans

Generate Report

Report: Recruitment

Parameters

New Members Request for Information Make/Receive Payments Maintain Information Sign Off

Department Number	DAV <input checked="" type="radio"/> DAVA <input type="radio"/>
Sort Order	Member Name
Membership Year	
Source Code	All
Employee Id	
Minimum DAV Recruited	
Minimum DAVA Recruited	

Generate

This report has options for specifying a source code, such as NSO Promo, Presep Program, etc. It has further options for specifying to retrieve for a supplied Employee Id, Minimum DAV members recruited, and/or Minimum DAVA members recruited. Finally, it allows for multiple sorting options -- Member Name, Membership Number, and Total Recruits.

Select the desired parameters using the dropdown arrows and click on Generate.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

The report will display in the following format:

The screenshot shows a Microsoft Internet Explorer window displaying a recruitment report titled "Recruitment Report" from the DAV website. The report is organized into two main sections: "DAV MEMBERS" and "DAVA MEMBERS".

DAV MEMBERS

Member Name	Membership #	Year-To-Date			Year-To-Date			Avail. Points
		Part	Full	Total	Ann	Part	Total	
Adkison, James M	01021L000062	0	0	0	0	0	0	5
Altman, Millard	01087L005766	0	0	0	0	0	0	1
Bagley, Aniceto I	01026L002601	0	0	0	0	0	0	3
Bailey, Carl L	01045L002452	0	0	0	0	0	0	3
Baker, William J	01009L005747	4	1	5	0	0	0	6
Ball, Earl	01087L005728	0	0	0	0	0	0	1
Barbee, Reginald H	01011L005160	0	0	0	0	0	0	15
Barton, Donald A	01038L004836	0	0	0	0	0	0	1
Bates, Walter F	01006L003759	0	1	1	0	0	0	11
Beatty, William C	01040L003233	0	0	0	0	0	0	0
Berger, Karl R	01075L005083	0	1	1	0	0	0	4
Black, Billy R	01012L000248	0	0	0	0	0	0	6
Blankenship, William	01011L005085	0	3	3	0	0	0	11
Boyer, George N	01026L002387	1	2	3	0	0	0	36
Bracken, Vernon E	01087L005715	0	0	0	0	0	0	42
Braxton, Leroy	01087L005143	0	0	0	0	0	0	2
Bray, Max E	01053L004810	0	0	0	0	0	0	2
Brouillette, Paul E	01024L001869	1	0	1	0	0	0	3
Brubaker, John G	01002L004699	0	0	0	0	0	0	1
Burgess, Bruce W	01012L005389	2	1	3	0	0	0	5
Cargo, David M	01002L004684	0	0	0	0	0	0	2
Carter, Jeffery G	01031L000001	0	0	0	0	0	0	21
Carter, John A	01027L000102	0	2	2	0	0	0	18
Carter, Mack L	01011L004852	0	0	0	0	0	0	14
Carter, Warren G	01024L005516	7	5	12	0	0	0	22
Carroll, Arthur	01044L000002	0	0	0	0	0	0	1

DAVA MEMBERS

Member Name	Membership #	Year-To-Date			Year-To-Date			Avail. Points
		Part	Full	Total	Ann	Part	Total	
Adkison, James M	01021L000062	0	0	0	0	0	0	5
Altman, Millard	01087L005766	0	0	0	0	0	0	1
Bagley, Aniceto I	01026L002601	0	0	0	0	0	0	3
Bailey, Carl L	01045L002452	0	0	0	0	0	0	3
Baker, William J	01009L005747	4	1	5	0	0	0	6
Ball, Earl	01087L005728	0	0	0	0	0	0	1
Barbee, Reginald H	01011L005160	0	0	0	0	0	0	15
Barton, Donald A	01038L004836	0	0	0	0	0	0	1
Bates, Walter F	01006L003759	0	1	1	0	0	0	11
Beatty, William C	01040L003233	0	0	0	0	0	0	0
Berger, Karl R	01075L005083	0	1	1	0	0	0	4
Black, Billy R	01012L000248	0	0	0	0	0	0	6
Blankenship, William	01011L005085	0	3	3	0	0	0	11
Boyer, George N	01026L002387	1	2	3	0	0	0	36
Bracken, Vernon E	01087L005715	0	0	0	0	0	0	42
Braxton, Leroy	01087L005143	0	0	0	0	0	0	2
Bray, Max E	01053L004810	0	0	0	0	0	0	2
Brouillette, Paul E	01024L001869	1	0	1	0	0	0	3
Brubaker, John G	01002L004699	0	0	0	0	0	0	1
Burgess, Bruce W	01012L005389	2	1	3	0	0	0	5
Cargo, David M	01002L004684	0	0	0	0	0	0	2
Carter, Jeffery G	01031L000001	0	0	0	0	0	0	21
Carter, John A	01027L000102	0	2	2	0	0	0	18
Carter, Mack L	01011L004852	0	0	0	0	0	0	14
Carter, Warren G	01024L005516	7	5	12	0	0	0	22
Carroll, Arthur	01044L000002	0	0	0	0	0	0	1

Payment Submission

Navigation

From the Make/Receive Payments menu, select Payment Submission.



Overview

The purpose of this screen is to accept payments against one or more memberships held by a single member.

A screenshot of a computer screen showing the "Credit Card Payment Submission" form. The form is part of the DAV website. At the top, it displays the DAV logo and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans". The form fields include: Membership # (text input), Last Name (on Card) (text input), First Name (on Card) (text input), Middle Initial (on Card) (text input), Amount (text input), Card Type (dropdown menu), Card # (text input), Exp. Date (text input), Address (text input), Zip (+4) (text input), Beneficiary Membership # (text input), Campaign Code (dropdown menu), and two buttons at the bottom: "Submit" and "Cancel". A "Help" button is located at the bottom left of the form area.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Usage

Enter the Membership number and credit card information. The Beneficiary Membership number is optional and allows one person to pay for another person's membership. In the future, the Campaign code will allow you to enter the code located on mailings and dues notices. Once the information is complete, click on Submit.

A confirmation screen will display:

The screenshot shows a Windows desktop environment with a web browser open to the Disabled American Veterans (DAV) website. The browser title bar includes standard icons for back, forward, search, and file operations. The DAV logo is prominently displayed at the top left, followed by the text "Disabled American Veterans Members" and the tagline "Building Better Lives for America's Disabled Veterans". A navigation menu at the top right offers links to "HOME", "SEARCH", "SITEMAP", "FEEDBACK", and "MAGAZINE". A small yellow message box in the top right corner reads "A Message from DAV's National Leaders". The main content area is titled "Credit Card Payment Confirmation". It displays the following payment details in a grid format:

Membership #	010018002163				
Last Name (on Card)	Smith	First Name (on Card)	Bob	Middle Initial (on Card)	A
Amount	\$ 150.00	Card Type	MasterCard	Card #	5435000263006554
Exp. Date	11/05				
Address	1234 Pretend Street				
Beneficiary Membership #					
Campaign Code	None				

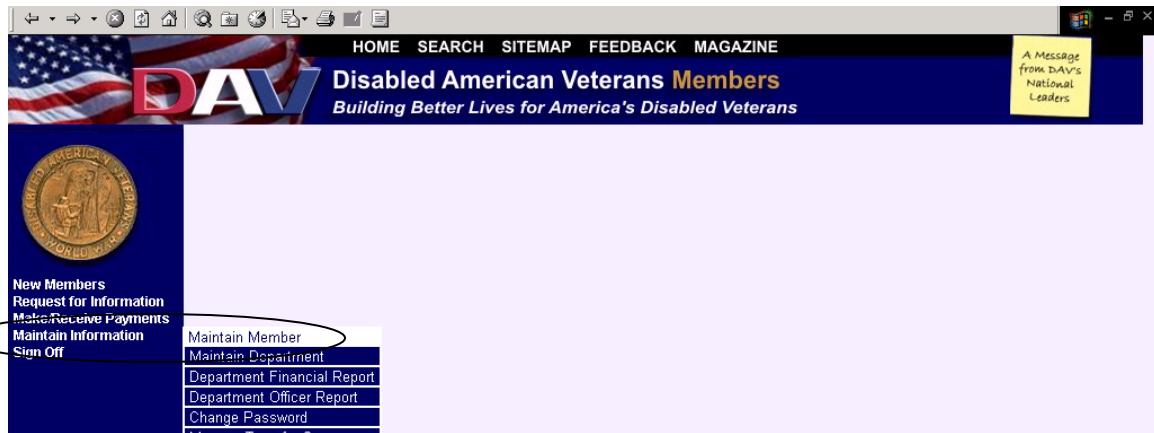
At the bottom right of the confirmation box are two buttons: "OK" and "Cancel".

Click on OK if information is correct or click on Cancel to return to the previous screen to make edits.

Maintain Member

Navigation

From the Maintain Information menu, select Maintain Member.



Overview

The purpose of this screen is to maintain and update any member information.

This screenshot shows the 'Member Information for Anthony Baskerville - 42009L025378' page. The form includes fields for Title (Alderman), Suffix, Donor (No), Last Name (Baskerville), First Name (Anthony), Middle Name, Date of Birth (3/17/1953), Gender (M), Marital Status (Unknown), Nickname, Ethnicity, Spouse (Last Name, First Name, Middle Name), and Spouse Date of Birth. Below this is a 'Service Records' section for Vietnam, dated 04/15/1971, showing Start of Service (4/15/1971), Service Branch, End of Service (1/15/1974), Era (Vietnam), Rank, and various service-related checkboxes. There are also sections for Armed Forces Expeditionary Medals, Navy Expeditionary/Marine Corps Medals, and Other Medals, each with a list of checkboxes. At the bottom are 'Next' and 'Update' buttons.

Usage

Enter any changes to a member by typing them in, or click on the arrow adjacent to the field to access a dropdown list of choices.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

To switch between a member's service records, use the Service Record dropdown. To add a new Service Record, select New from the Service Record dropdown.
When changing the Marital Status to married, the Add Spouse screen will display, allowing the operator to enter the spouse information.

This is the Add Spouse screen:

The screenshot shows the 'Add Spouse' form on the DAV website. At the top, there is a navigation bar with links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. Below the navigation is the DAV logo and the tagline 'Disabled American Veterans Members' and 'Building Better Lives for America's Disabled Veterans'. On the left, there is a sidebar with links for New Members, Make/Receive Payments, Maintain Information, and Sign Off. The main form area has sections for 'Spouse Information' and 'Contact'. In the 'Spouse Information' section, fields include Last Name, First Name, Middle Name, Title, Suffix, Date of Birth, Gender (radio buttons for M, F, U), and Ethnicity. In the 'Contact' section, fields include Street Address 1 (1139 Eads Rd), Street Address 2, City (Verona), State (KY), Zip (+4) (41092-9320), Country (USA), Home Phone, and an 'Add' button. A 'Back' button is also present. A 'Help' link is located at the bottom left of the form.

Once all spousal information is complete, click on the Add button to add the information to the Member's profile. The following screen will display, reflecting the updated spousal information:

The screenshot shows the 'Member Information for Anthony Baskerville - 42009L025378' screen. The top navigation bar and DAV logo are identical to the previous screenshot. The main form displays various member details: Title (Alderman), Suffix, First Name (Anthony), Middle Name, Donor No, Last Name (Baskerville), Date of Birth (3/17/1953), Gender (M), Marital Status (Married), Nickname, Ethnicity, Spouse Last Name (Smith), Spouse First Name (Suzy), Spouse Middle Name (Marie), and Spouse Date of Birth (12/25/1960). A large oval highlights the 'Service Records' section, which shows a dropdown menu set to 'Vietnam, 04/15/1971'. This section includes fields for Start of Service (4/15/1971), Service Branch, End of Service (7/15/1974), Era (Vietnam), Rank, and several checkboxes for VA Comp, VA Pension, Service Retirement, Disability (Amputee, Blind, Hearing Impaired, Other), and Eligibility (Disabled, Gassed, Injured, Other, Prisoner of War, Purple Heart, Wounded). Below this are sections for Armed Forces Expeditionary Medals, Navy Expeditionary/Marine Corps Medals, and Other Medals. At the bottom right are 'Next' and 'Update' buttons.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

From this Member Information screen, clicking on the Next button takes the operator to the second page of Maintain Member, which will display contact information.

The contact screen displays in the following format:

- Contact 8001475

Street Address 1: 123 Street Street Address 2: _____
City: Cincinnati State: OH Zip (+4): 45236
Country: USA Address Type: Home
Start Date: _____ End Date: _____
Home Phone: _____ Work Phone: _____
E-Mail: _____
Address Status: Claimed
Preferred Method of Contact: Mail
Delete Contact

+ New Contact

Previous Next Update

You may correct any contact information and click Update.

To add a new contact, Click on the New Contact (see circled item above) and the New Contact screen will display:

- New Contact

Street Address 1: _____ Street Address 2: _____
City: _____ State: AA Zip (+4): _____
Country: USA Address Type: Other
Start Date: _____ End Date: _____
Home Phone: _____ Work Phone: _____
E-Mail: _____
Address Status: Claimed
Preferred Method of Contact: Mail
Insert Contact Cancel Insert

Previous Next Update

When you have finished entering all contact information, click on Insert Contact and then click on Update. Click on Next to access the last page of Maintain Member.

This second page is for editing contact information. Click on Next to access the last page of Maintain Member.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

This is the last page of Maintain Member:

The screenshot shows the DAV Membership System interface. At the top, there's a navigation bar with links to HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. A yellow sticky note in the top right corner says "A Message from DAV's National Leaders". The main content area is titled "Membership Status For Mikey Sklenky - Membership # 8002163-Dept1-Chap1" with the number "010018002163" below it. There are several input fields: "Status Type" (Active), "Inactive Date", "Years Delinquent"; "Account Type" (Membership Trial), "Card Issue Date", "Card Expiration Date"; "Convention Bound No", "Convention Date"; "Sponsor ID #", "Years of Membership 0". Below this is a "Transfer Request" section with dropdown menus for "Transfer to Department" (16 - DEPT OF KENTUCKY) and "Transfer to Chapter/Unit" (19). The "Transfer Request Date" is 07/01/2003, "Transfer Status" is Pending, and a "Transfer" button is available. Under "Member Payment", there are fields for "Last Payment Date", "Total Paid" (0.00), "Life Date" (04/24/2003), "Amount Discounted" (0.00); and "Last Payment Amount" (0.00), "Payment Status", "Life Amount" (0.00), "Amount Forgiven" (0.00), "# of Remaining Payments" (0). A "Make Payment" button is present. At the bottom are "Previous" and "Update" buttons.

You can request a transfer from one chapter to another chapter from this screen by selecting the desired department from the dropdown menu.

You can click on Make Payment to access the Payment Submission screen. (See page 25 of this manual for details regarding Payment Submission.)

Clicking on the Previous button takes the operator to the previous page of Maintain Member.

When finished entering all information, press Update to submit and update the member information.

Maintain Department Information

Navigation

From the Maintain Information menu, select Maintain Department.



Overview

The purpose of this screen is to maintain department information.

The screenshot shows the "Maintain Department Information" form. The form fields include:

- Department:** DEPT OF ALABAMA
- Status:** Active
- Status Reason:** Initial Load
- Employer ID (EIN):** 63-0421186
- Charter Date:**
- Constitution Approval Date:**
- Bylaws Approval Date:**
- Street Address 1:** PO BOX 1054
- Street Address 2:**
- City:** Athens
- State:** AL
- Zip (+4):** 35611
- Country:** USA
- Phone:** 256-232-0426
- Fax:**
- E-Mail:**
- Preferred Method of Contact:** Paper
- Officer to Receive Mail:** Membership # 010018002163
- Last Year Membership:** 20452
- This Year Goal/Quota:** 14144
- Next Year Convention Fee:** \$0
- This Year Convention Fee:** \$0
- Last Activity Date:** 8/22/2002

At the bottom of the form are three buttons: View Officer Report, Update, and Cancel.

Usage

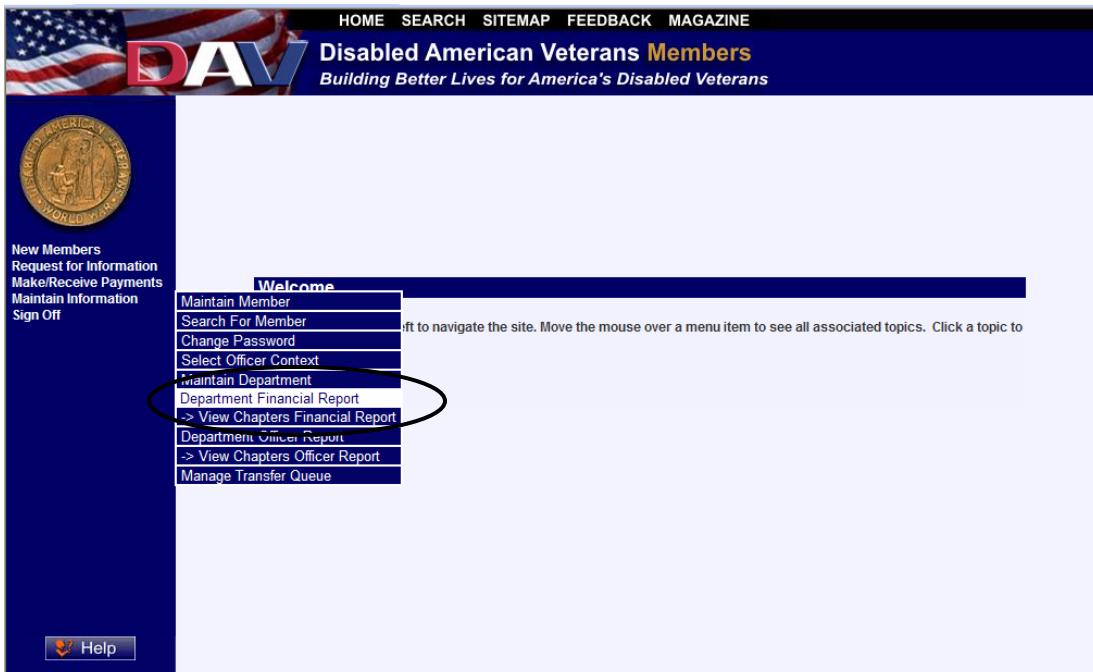
You may make edits to the information by typing in the appropriate fields and pressing Update. When adding foreign addresses set the State to ‘XX’ and the Zip Code to ‘00000’.

The View Officer Report button will bring up the officer report associated with the department. The most recent report is displayed and the user may select other reports on record through the View Previous Reports pull down on the Officer Report. (See page 35 in this manual for details on using the Department Officer Report).

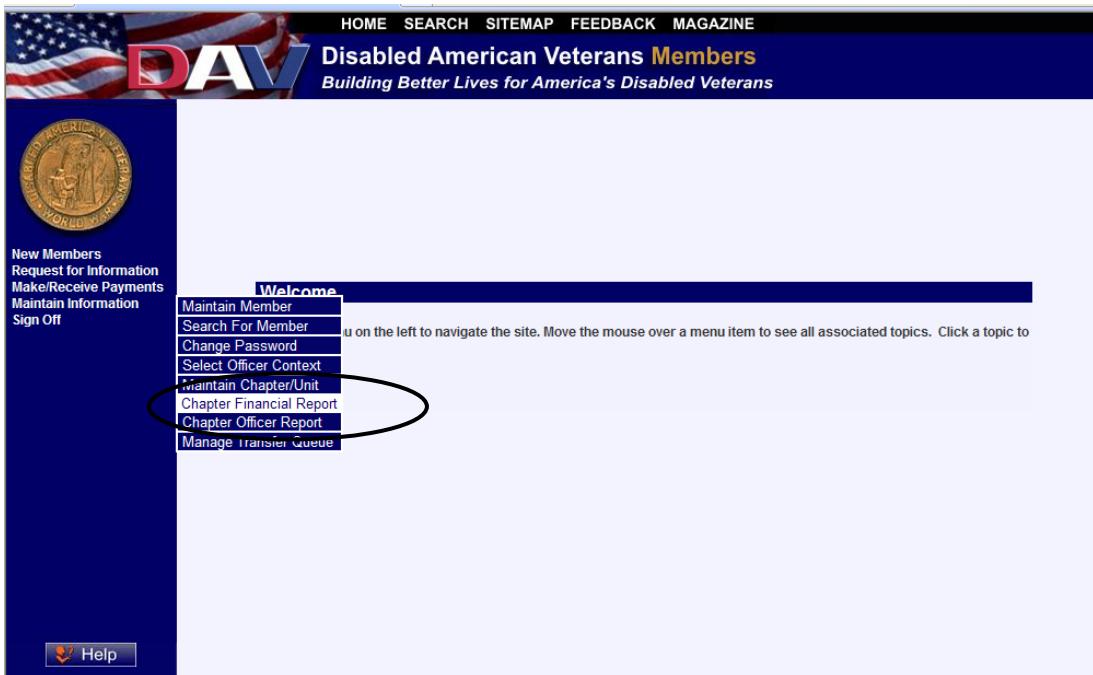
Department/Chapter Financial Report

Navigation

From the Maintain Information menu, select Department/Chapter Financial Report. Only the Department/Chapter Commander, Adjutant and Treasurer have permissions to submit the Financial Report online.



Department Financial Report



Chapter Financial Report

Overview

The purpose of this screen is to capture the information submitted for Department or Chapter Financial Reports into the Membership System.

The online report follows the layout and order of the printed form.

The screenshot shows the DAV Members website with a banner for the Department Annual Financial Report. The page title is "Department Annual Financial Report - In Process". It includes fields for Department (16), Accounting Period From (7/1/2005) to (6/30/2006), and a View Previous Report button. A beginning balance of \$1,677,354.00 is listed. The page is divided into sections for Income/Receipts and Expenses/Disbursements, each with a list of items and their amounts. At the bottom are buttons for Financial Report Instructions, Other Assets Schedule, Save, Submit, and Back.

Department 16

Accounting Period From 7/1/2005 To 6/30/2006 View Previous Report 06/30/2006

Beginning Balance (Ending Amount of Liquid Assets from Last Year's Report)

This Year's Income or Receipts:

1. Dues (Per Capita From National HQ)	<input type="text"/>
2. Forget-Me-Not Drives	<input type="text"/>
3. Bingo (Gross Receipts)	<input type="text"/>
4. Thrift Store Income	<input type="text"/>
5. Bar/Lounge (Gross Receipts)	<input type="text"/>
6. Interest & Dividend Income (Checking, Savings, C.D.'s Only)	<input type="text"/>
7. National Fundraising Program	<input type="text"/>
8. Increase in Market Value of Investments on Line 26 During Accounting Period	<input type="text"/>
9. Other Income (Complete Schedule) (Example: Member Donations, Refunds, Fundraising Income, ETC.)	<input type="text" value="444.00"/>
10. Total Income (Lines 1 Thru 9)	<input type="text"/>

This Year's Expenses or Disbursements:

11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Complete Schedule)	<input type="text" value="0.00"/>
12. Convention/Conferences/Seminars (Complete Schedule)	<input type="text" value="0.00"/>
13. Postage & Office Supplies	<input type="text"/>
14. Service/Charitable (Complete Schedule)	<input type="text" value="0.00"/>
15. Forget-Me-Not Expenses (Cost of Drive Only)	<input type="text"/>
16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Complete Schedule)	<input type="text" value="0.00"/>
17. Thrift Store Expenses, Including Thrift Store Salaries & Payroll Taxes (Complete Schedule)	<input type="text" value="0.00"/>

Department Financial Report

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

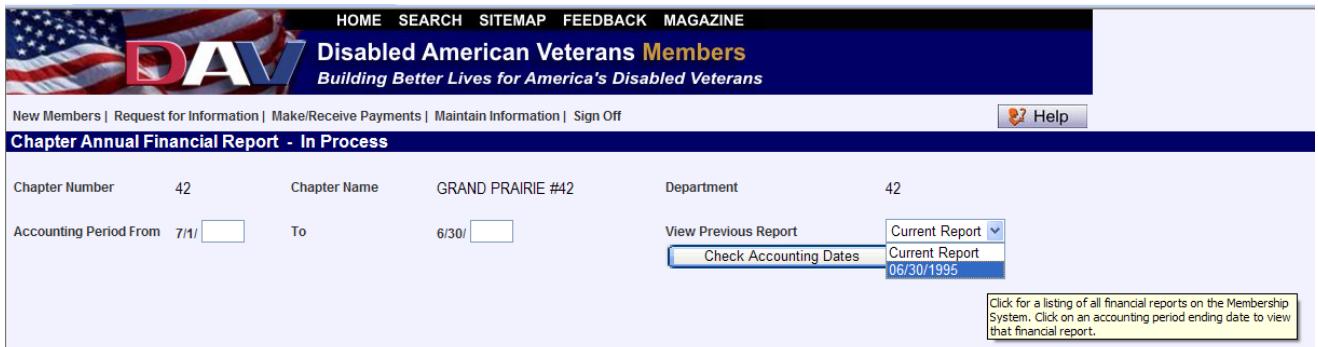


The screenshot shows the DAV Chapter Annual Financial Report page. At the top, there's a navigation bar with links for HOME, SEARCH, SITEMAP, FEEDBACK, and MAGAZINE. Below that is the DAV logo and the text "Disabled American Veterans Members" and "Building Better Lives for America's Disabled Veterans". A menu bar at the top has links for New Members, Request for Information, Make/Receive Payments, Maintain Information, and Sign Off. On the right, there's a Help button. The main content area is titled "Chapter Annual Financial Report - In Process". It shows fields for Chapter Number (103), Chapter Name (H F GROTE JR #103), Department (34), Accounting Period From (7/1/2004), To (6/30/2005), View Previous Report (dropdown set to 06/30/2005), and Check Accounting Dates. Below these are sections for "Beginning Balance" (Ending Amount of Liquid Assets from Last Year's Report) and "This Year's Income or Receipts". The income items listed are: 1. Dues (Per Capita From National HQ) (2.00), 2. Forget-Me-Not Drives (1.00), 3. Bingo (Gross Receipts) (1.00), 4. Thrift Store Income (empty), 5. Bar/Lounge (Gross Receipts) (empty), 6. Interest & Dividend Income (Checking, Savings, C.D.'s Only) (empty), 7. National Fundraising Program (Departments Only) (empty), 8. Increase in Market Value of Investments on Line 26 During Accounting Period (empty), 9. Other Income (Complete Schedule) (Example: Member Donations, Refunds, Fundraising Income, ETC.) (0.00), and 10. Total Income (Lines 1 Thru 9) (0.00). Below this is a section for "This Year's Expenses or Disbursements": 11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Complete Schedule) (0.00), 12. Convention-Conferences/Seminars (Complete Schedule) (0.00), 13. Postage & Office Supplies (empty), 14. Service/Charitable (Complete Schedule) (0.00), 15. Forget-Me-Not Expenses (Cost of Drive Only) (empty), 16. Bingo Expenses, Including Bingo Salaries & Payroll Taxes (Complete Schedule) (0.00), 17. Thrift Store Expenses, Including Thrift Store Salaries & Payroll Taxes (Complete Schedule) (6.00), and 18. Bar/Lounge Expenses, Including Bar/Lounge Salaries & Payroll Taxes (Complete Schedule) (0.00). At the bottom are buttons for Financial Report Instructions, Other Assets Schedule, Save, Submit, and Back.

Chapter Financial Report

Usage

To view previously submitted reports, select the desired report period from the View Previous Report dropdown menu:



This screenshot shows the same financial report interface as above, but with a focus on the "View Previous Report" dropdown menu. The dropdown is currently set to "Current Report". Below it, another dropdown labeled "Check Accounting Dates" is also set to "Current Report" and "06/30/1995". A note in a callout box at the bottom right says: "Click for a listing of all financial reports on the Membership System. Click on an accounting period ending date to view that financial report." The rest of the page includes the DAV logo, navigation links, and the "Chapter Annual Financial Report - In Process" title.

To begin a new Annual Financial Report, be sure Current Report appears in the View Previous Reports box.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS

Type in the accounting year and click on the Check Accounting Dates button. Provided that the accounting period is correct, the Annual Financial Report-In Process page will appear and allow for information to be entered. You may click on the Financial Report Instruction box to download a complete set of instructions.

The Beginning Balance is brought forward from the last approved report on the Membership System.

All lines that require a schedule are identified by a dollar amount link that, when clicked on, will open the corresponding schedule. When finished entering items and amounts on the schedule, click on the Save button located at the bottom right of the schedule page. The total for the schedule will be brought forward into the financial report on that line.

Record any fixed assets, such as real estate, furniture, vehicles, and inventory by clicking on the Other Assets Schedule button at the bottom of the page.

If Membership numbers are not known for the Audit Committee, click on the Membership # link to execute a Search for Member.

Clicking on the Save button at the bottom of the page saves the report in its current state without approval. This is useful if the operator needs to leave a report incomplete and will be coming back to work on it later.

Clicking on the Submit button enters a completed report into the Membership System for review by National Headquarters. It is important that your report is accurate and complete before the Submit button is clicked. Once a report has been submitted it cannot be changed.

Once a report has been approved, it may be viewed by selecting it from the View Previous Report dropdown menu. The report will be displayed as read-only on the screen.

To print the complete financial report, please refer to the Reports section of this manual.

Department Officer Report

Navigation

From the Maintain Information menu, select Department Officer Report.



Overview

The purpose of this screen is to capture the information submitted on the Department Officer Report.

Department	DEPT OF ALABAMA						
Date	<input type="text"/>						
Location - City	Athens						
Date of Annual Election	<input type="text"/>						
Address of Regular Meetings	123 Main Street						
City, ST Zip	Athens	AL	12345				
Time & Day of Regular Meetings	Time	7:30 PM	Day	Tuesday			
	Week of Month	<input type="checkbox"/> 1st	<input checked="" type="checkbox"/> 2nd	<input type="checkbox"/> 3rd	<input type="checkbox"/> 4th	<input type="checkbox"/> 5th	
Web Site Address				Bylaw Approval Date			
Officers Elected for Year	Beginning	<input type="text"/>	Ending	<input type="text"/>	View Previous Report	<input type="button" value="Current Report"/>	
Commander	Membership #	<input type="text"/>		Legislative Chairman	Membership #	<input type="text"/>	
Name	Please enter a Membership Number.				Name	Please enter a Membership Number.	
Mailing Address					Mailing Address		
City	State	Zip	City	State	Zip		
Telephone	Fax		Telephone	Fax			
EMail	<input type="text"/>						
Sr. Vice Commander	Membership #	<input type="text"/>		Membership Chairman	Membership #	<input type="text"/>	
Name	Please enter a Membership Number.				Name	Please enter a Membership Number.	
Mailing Address					Mailing Address		
City	State	Zip	City	State	Zip		
Telephone	Fax		Telephone	Fax			
EMail	<input type="text"/>						
1st Junior Vice Commander	Membership #	<input type="text"/>		Service Officer	Membership #	<input type="text"/>	
Name	Please enter a Membership Number.				Name	Please enter a Membership Number.	
Mailing Address					Mailing Address		
City	State	Zip	City	State	Zip		

Usage

In most cases the operator will enter a report in its entirety. However, it is possible to save a partially completed report. Use the Save button at the bottom of the screen for this purpose. When the operator returns to the report all of the previously entered information is present.

When entering officers it is only necessary to enter their Membership #. If the number is not known, the operator may look up the member by clicking on the Membership # field label for the desired officer position. This will take the operator to the Search for Member screen. Once the appropriate member is found, clicking on their ID will return that user's information to the Officer Report.

The Unlock button is used to allow modification of an approved report. The Force Approve button is used to accept a report that is in violation of the business rules.

MEMBERSHIP SYSTEM USER MANUAL – OFFICERS
